

**MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY**

**March 19, 2014 at 3:30 pm**

**AGENDA**

**I. CALL TO ORDER**

**II. ACCEPTANCE OF THE AGENDA**

A. Resolved that the Board of Trustees of the Hampton Library approves the proposed agenda dated March 19, 2014.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**III. APPROVAL OF THE MINUTES[section 1]**

A. Resolved that the Board of Trustees of the Hampton Library approves the minutes of the February 19, 2014 meeting.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**IV. PERIOD FOR PUBLIC EXPRESSION**

**V. ANNOUNCEMENTS**

Annual Appeal as of 3/14/2014 is at \$44,325 with 185 donors  
(As of 3/14/2013 \$51,315 with 202 donors)

Donations in Memory of Richard Hendrickson \$350.00 from 5 donors

**VI. CORRESPONDENCE [section 2]**

**VII. REPORTS[section 3]**

Director  
Family Department  
Reference and Young Adult  
Technical Services

Circulation

Long Island Collection

- A. Resolved that the Board of Trustees of the Hampton Library accepts the Director's Report and Departmental Reports for the period January 1, 2014 through January 31, 2014.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

**VIII. UNFINISHED BUSINESS [section 4]**

- HVAC upgrade
- Trustee Bylaws
- Policy Committee tabled until April

**IX. NEW BUSINESS [section 5]**

- Finance Committee Meeting with BNB update
- Annual Report to New York State ◆
- Data Breach Insurance
- ALA Annual Conference ◆

◆ *Operational Resolution to follow*

**X. PERSONNEL REPORT [section 6]**

- A. Resolved that the Board of Trustees of the Hampton Library approves to enter executive session for personnel matters at \_\_\_\_\_p.m.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

The regular meeting was resumed at \_\_\_\_\_p.m.

**XI. FINANCIALS [section 7]**

**A. DISBURSEMENTS**

- a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 02/19/14-02/25/14 numbered 12133-12136 in the amount of \$3850.00

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 03/13/2014 numbered 12137-12171 in the amount of \$36288.14.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

**B. PAYROLL**

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods in the gross amount: 1/22/2014 – 02/04/2014 in the amount of \$20088.76 and 02/05/2014 – 02/18/2014 in the amount of \$20118.84.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

**C. FINANCIAL REPORTS**

- a. Resolved that the Board of Trustees of the Hampton Library accepts the Operating Financial Reports prepared by Danielle Menchise, the Library's Administrative Assistant, for the period 02/01/14-02/28/14

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

**XIII. OPERATIONAL RESOLUTIONS**

- A. Resolved the Board of Trustees of the Hampton Library approves the Annual Report to New York State as prepared by Director Kelly A. Harris

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

- B. Resolved the Board of Trustees of the Hampton Library approves travel, hotel and conference fees not to exceed \$1,700 for Director Kelly A. Harris to attend the America Library Association's Annual Conference.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

**XIII. ADJOURNMENT**

A. Resolved that the Board of Trustees of the Hampton Library approves to adjourn the meeting at \_\_\_\_\_p.m.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

**NEXT MEETING OF THE BOARD OF TRUSTEES ► Wednesday, 4/16/2014 at 3:30pm**